

Job Title:	Community Engagement Officer
Contract:	Fixed term until Dec 2018 (possibly longer subject to further funding)
Accountable to:	Project Officer
Line management responsibility for:	Volunteers
Salary:	£25,000 plus contributory pension scheme and travel
Dates:	Deadline for applications 12 noon on 29 th March 2017 Interviews for shortlisted candidates 5 th April

Internal candidates within the DCRT are encouraged to apply

Job Purpose:

To support the Trustees and Project Manager in delivering the Activity Plan for the Living Heritage of the River Don project. Encourage support and participation with the project by engaging with the community and stakeholders. Coordinate and deliver education and participation activities.

Main Responsibilities:

- 1.1. Recruit and manage volunteers and identify opportunities for them to actively contribute to the LHRD and other scheme developments.
- 1.2. To establish links with local residents, "friends of" groups, community groups, the local authority and other relevant organisations.
- 1.3. Coordinate and deliver education and participation activities and engage with children, young people and local residents in a variety of settings in order to develop a greater sense of community ownership and enjoyment of the heritage of the River Don.
- 1.4. Effective communication, negotiation and management of information, especially that required by HLF, for example for grant claims.
- 1.5. Assist with ensuring that sufficient match funds are secured and all HLF financial procedures and claiming schedules are fully complied with.



- 1.6. Represent the Don Catchment Rivers Trust at meetings and events as required and contribute to providing wide promotion and publicity for the Project through events, press releases, interpretation projects, promotional materials, reports and all forms of media.

Other responsibilities

Your main focus will be on the Living Heritage of the River Don Project. In order to help deliver that project you will be required to interact with other staff within the Trust and where appropriate:

- 1.1. Promote the work, mission and vision of the Living Heritage of the River Don Project, recognising and acknowledging the role of Don Catchment Rivers Trust at all appropriate times.
- 1.2. Ensure a high level of customer service in all dealings with the public.
- 1.3. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- 1.4. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- 1.5. Comply with all legal and contractual obligations concerning the responsibilities of your post.
- 1.6. Supervise and support volunteers as appropriate to your role.
- 1.7. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Director and Board of Trustees